



ES-ACCOUNTANT/AUDITOR I

CHARACTERISTICS OF WORK:

This is entry-level position that requires professional accounting and auditing work independently or as a team. Incumbents will be required to possess knowledge of professional accounting principles and techniques, state laws, federal laws, rules and regulations, possess knowledge of SAAS/SPHARS and FARS; research laws and regulations that affect accounting activities of MDES; maintain contact with various departments on payroll/accounting discrepancies; and apply standard operating procedures in resolving various agency questions. Work is performed in accordance with established regulations, procedures, and administrative directives and under the direction of an administrative superior, accountant, or auditor of a higher classification. Supervision may be exercised over accounting clerks or other clerical personnel.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in Accounting;

AND

Experience:

One (1) year of experience in work related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university with a minimum of 24 hours of accounting as identified below:

18 hours in the following courses:

Principles of Accounting I and II
Auditing

Intermediate Accounting I and II
Advanced Accounting

The remaining six (6) hours may be selected from the following:

Federal Income Tax	Advanced Auditing
Cost Accounting	Managerial Accounting
Accounting Systems	Auditing Problems
Advanced Federal Income Tax	

AND

Experience:

One (1) year of experience in work related to the described duties.

Required Document:

Applicant must attach a valid copy of their transcript to verify required course work.

Substitution Statement:

Licensed as a Certified Public Accountant (CPA) by the MS State Board of Public Accountants may be substituted for two (2) years of the required experience. Certification by the Institute of Internal Auditors as a Certified Internal Auditor may be substituted for one (1) year of the required experience.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are

linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Accounting: Possesses knowledge of accounting principles and practices and appropriately applies the knowledge in performing job duties.

Possesses a thorough knowledge and background in financial accounting and in the theories and practices of administrative procedures relating to modern accounting principles and practices. Assists agency personnel in accounting functions.

Financial Analysis: Reviews and analyzes financial information in order to ensure efficiency of operations and better internal control.

Rectifies various problems in SAAS/SPHARS/FARS. Reviews, analyzes, and adjusts agency financial statements according to established accounting procedures. Reviews financial statements for accuracy in completion and adherence to generally accepted accounting procedures.

Audit Performance: Possesses the knowledge of generally accepted auditing standards and procedures for conducting financial audits.

Audits agency's information for accuracy, legality, and support. Post-audits travel reimbursements submitted in SPHARS and FARS.

Problem Solving and Decision-Making: Possesses the ability and willingness to work with people and to solve problems in order to effectively and efficiently complete assigned tasks.

Demonstrates the ability to anticipate potential—and identify existing—problems; uses problem-solving tools to navigate to a practical solution. Uses creative thinking, sound judgment, and current information to provide recommendations and solutions. Considers the effects of decisions on stakeholders.

Technical: Uses computer applications and software to complete assigned tasks, meet agency goals, and produce required results.

Possesses working knowledge of Microsoft and other software products and computer applications including but not limited to the following: Windows, word processing, spreadsheet applications, Internet applications, SAAS, SPHARS, FARS, and general ledger software. Performs accounting and auditing functions using SAAS, SPHARS, and FARS.

Professional Judgment: Possesses the ability to interpret and discuss technical literature and apply concepts appropriately to the designated task.

Exercises considerable judgment in the application of the appropriate guidelines to a variety of factual situations. Analyzes data to ensure compliance with established policies and procedures. Uses judgment in making recommendations. Discusses and exchanges ideas with others.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Uses SAAS, SPHARS, and FARS to perform accounting and auditing functions.
2. Audits, balances, and/or reconciles financial information for the agency.
3. Performs and/or supervises various other accounting and auditing functions.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Participates in meetings that will have a direct impact on automated accounting processes.

Audits agency's information for accuracy, legality, and support.

Prepares and/or approves agency's purchase orders, payment vouchers, and vendor file requests in SAAS/FARS.

Post-audits travel reimbursements submitted in SPHARS and FARS.

Rectifies various problems in SAAS/SPHARS/FARS.

Receipts, balances, and reconciles cash deposits for the agency.

Supervises various other accounting or clerical functions.

Audits cash requests and processes for draw down disbursement.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.